

## **IC 20-5-7**

### **Chapter 7. School Corporation Treasurer; School Extracurricular Account**

#### **IC 20-5-7-0.5**

##### **"Treasurer" defined**

Sec. 0.5. As used in this chapter, "treasurer" includes an assistant treasurer or a deputy treasurer.

*As added by P.L.72-2000, SEC.1.*

#### **IC 20-5-7-1**

##### **Authority to designate or employ; assistant or deputy treasurers**

Sec. 1. (a) Every public school in the state of Indiana shall have a treasurer for the purpose of this chapter who shall be the superintendent or principal of the particular school or some clerk of the school corporation or member of the faculty appointed by such superintendent or principal, such designation to be made immediately upon the opening of the school term or the vacating of such treasurership. All claims shall be filed and paid in accordance with the terms of section 2 of this chapter, and the power to appoint and engage such school treasurer or clerk is hereby granted to the employing and/or appointing officials of the school.

(b) A school corporation may appoint one (1) or more assistant or deputy treasurers.

*(Formerly: Acts 1945, c.312, s.1.) As amended by P.L.2-1988, SEC.535; P.L.72-2000, SEC.2.*

#### **IC 20-5-7-2**

##### **Duties of treasurer**

Sec. 2. (a) The treasurer shall have charge of the custody and disbursement of any funds collected by a collecting authority and expended to pay expenses:

- (1) approved by the principal or teacher in charge of the school;
- (2) incurred in conducting any athletic, social, or other school function (other than functions conducted solely by any organization of parents and teachers);
- (3) that cost more than twenty-five dollars (\$25) during the school year; and
- (4) that are not paid from public funds.

The principal or teacher in charge of the school shall designate a collecting authority to be in charge of the collection of any funds described in this subsection. Upon collection of any funds, the collecting authority shall deliver the funds, together with an accounting of the funds, to the custody of the school treasurer. The principal may designate different collecting authorities for each separate account of funds described in this subsection.

(b) The treasurer shall keep an accurate account of all money so received by the collecting authority and expended, showing the sources of all receipts and the purposes for which the money was expended and the balance on hand, and a copy of such report shall be

filed with the township trustee, board of school trustees, or board of school commissioners, within two (2) weeks after the close of each school year, together with all records and files of such extracurricular activities.

(c) However, in schools having two (2) or more semesters in any one (1) school year, the treasurer of any such school shall file a copy of the treasurer's financial report of receipts and disbursements with the township trustee, board of school trustees, or board of school commissioners, within two (2) weeks after the close of each semester, and all records and files of such extracurricular activities for the entire school year shall be filed with the last financial semester report of any one (1) school year.

(d) A copy of such report is to be filed with and kept by the city superintendent having jurisdiction and the county superintendent where the superintendent has jurisdiction. These records shall be permanent records for five (5) years, after which time they may be destroyed.

(e) A treasurer is not personally liable for an act or omission occurring in connection with the performance of the duties set forth in this section, unless the act or omission constitutes gross negligence or an intentional disregard of the treasurer's duties.

*(Formerly: Acts 1945, c.312, s.2.) As amended by P.L.159-1991, SEC.1; P.L.68-2001, SEC.6.*

### **IC 20-5-7-3**

#### **Bond of treasurer**

Sec. 3. (a) The treasurer shall give a bond in such amount as shall be fixed by the superintendent and principal of the school approximating the total amount of the anticipated funds which will come into the hands of the treasurer at any one (1) time during the regular school year, and all such bonds shall be filed with the trustee or board of school trustees. The surety on such bonds shall be a surety company authorized to do business in Indiana. Provided, however, that the requirement for giving such bond and the requirement to deposit such receipts in a separate bank account, as is required in section 4 of this chapter shall not apply in any school which such funds, as estimated by the principal, will not exceed three hundred dollars (\$300) during a school year.

(b) The requirements of this chapter may be fulfilled by the providing of a comprehensive bonding instrument, such as a single blanket position bond, for all extracurricular treasurers. Such comprehensive bonding instrument shall be acceptable in lieu of individual separate personal position bonds.

*(Formerly: Acts 1945, c.312, s.3; Acts 1971, P.L.317, SEC.1.) As amended by P.L.2-1988, SEC.536.*

### **IC 20-5-7-4**

#### **School extracurricular account**

Sec. 4. (a) The treasurer shall deposit all receipts in one (1) bank account, and the receipts shall be deposited without unreasonable

delay. The account shall be known as the school extracurricular account. The records of each organization, class, or activity shall be kept separate so that the balance in each fund may be known at all times.

(b) The money in the school extracurricular account may be invested under the conditions specified in IC 5-13-10 and IC 5-13-10.5 for investment of state money. However, investments under this section are at the discretion of the principal. The interest earned from any investment may be credited to the school extracurricular account and need not be credited proportionately to each separate extracurricular fund. The interest earned from the investment may be used for:

- (1) any school purpose approved by the principal; or
- (2) an extracurricular purpose approved by the principal.

(c) Amounts expended under this section for the purposes described in this section are in addition to the appropriation under IC 20-5-2-2(2.5).

*(Formerly: Acts 1945, c.312, s.4.) As amended by Acts 1980, P.L.145, SEC.1; P.L.139-1986, SEC.1; P.L.19-1987, SEC.36; P.L.136-1988, SEC.2; P.L.200-1989, SEC.1; P.L.159-1991, SEC.2; P.L.18-1996, SEC.31.*

## **IC 20-5-7-5**

### **Records; form; examination by state board of accounts**

Sec. 5. All forms and records for keeping the accounts of the extra-curricular activities in the schools of Indiana shall be prescribed or approved by the state board of accounts. The records and affairs of such extra-curricular activities may be examined by the state board of accounts when in the judgment of the state examiner such examination is necessary. Such forms as are prescribed or approved for keeping such accounts shall be of such a character as to achieve a simplified system of bookkeeping and shall be paid for along with the bond as herein required from the special school fund. The funds of all accounts of any organizations, class or activity shall be accounted separately from all others. No funds shall be transferred from the accounts of any organization, class or activity except by a majority vote of its members, if any, and by the approval of the principal, sponsor and treasurer of the organization, class or activity. Provided, That in the case of athletic funds, (1) approval of the transfer must be made by the athletic director who shall be regarded as the sponsor and (2) participating students shall not be considered members.

All expenditures shall be subject to review by the local school board.

*(Formerly: Acts 1945, c.312, s.5; Acts 1955, c.85, s.1; Acts 1969, c.146, s.1.)*